

Information Technology Committee Meeting Agenda

December 7, 2011

D4-16

12:00 Noon

1. Call to order. Discuss any additions or changes to the proposed agenda (2 min)
2. Approval of minutes (3 min)
3. Old Business (40 min)
 - Make a recommendation to the office of education regarding computers purchased by students
 - Review and discuss COD conflict of interest policy as it applies to hardware, software, and service purchases.
 - Review the existing action items list
4. IT Director's Report (10 min) – Mr. Cigna
5. New Business (0 min)
6. Summary of new action items (4 min)
7. The next IT meeting will be on January 4th, from 12:00 to 1:00 (1 min)
8. Adjourn.

ACTION ITEMS	Assignee	STATUS		
		In Progress	Complete Near future	Completed*
1. Update the IT policies.	Ron	X		
2. Draft a plan for the computer/hardware/software refresh/purchasing policy so that the committee can make a recommendation regarding the centralization of CoD acquisitions.	Ron	X		
3. Push out AxiUm upgrade by January 2012.	Steve		X	
4. Draft a plan for handling volume licensing at college, and department levels.	Joshua	X		
5. AxiUm security audit to ensure that the UF IT security recommendations are completed (penetration test).	Ron/ Andrew	X		
6. AxiUm risk assessment to assure that the needs of the faculty, staff, and students are considered and assessed properly by January 2012	Ron		X	
7. Inform the IT committee of any relevant issues regarding COD 2010-2012 Strategic Plan and Work Plan.	Ana	X		

8. Contact the CIO Academic Health Center IT and find out if any meetings are planned and if any policy changes have occurred related to IT.	Ron	X		
9. Plan the purpose and outcome measurements (framework) of a round/walk through COD classrooms that have IT support.	All	X		
10. Draft a plan which documents how IT UFCD plans to handle the tracking of any equipment serviced by IT that may contain patient or student identifiable information.	All			
11. Summarize the business process flow to ensure that all UFCD equipment is subject to IT review for deletion of HIPPA and FERPA data, which includes an annual cursory review, etc. This will be part of the document/plan on item 10.	Joshua	X		
12. Send an email to departments, centers, and other units to check if updates are needed on the web site in preparation for the new UF&Shands web site.	Sara	X		
13. Present the new UF&Shands web site and template to FAB once it is closer to completion.	Sara		X	
14. Send an email to the Chair of FAB informing the committee's recommendation to invite Mr. Perez to FAB and faculty assembly.	Gordan	X		
15. a) Prepare a summary outlining the pros and cons of possible options for computers to the undergraduate program; and b) email to the faculty prior to next meeting.	Steve	X		
16. Make a recommendation to the office of education regarding item 15.	All	X		

Priority: items in bold red.